

Process Name: Personnel Administration	Process Identifier: PA
Sub-Process Name: Appointments and Class Changes	Sub-Process Identifier: PA-1
Sub-Process Purpose and Objectives: Update personnel data for new appointments and class changes. Ensure all appropriate approvals, and establish employee data.	
Sub-Process Description: The Appointments and Class Changes process is intended to establish an employee in a new job class. This may happen in several ways: <ul style="list-style-type: none">• New appointment or class changes from a Certificate of Eligibility – An applicant that passes through the Applicant Services process and is the successful candidate will come to this process• New appointment or class change that is not processed as a result of a Certificate of Eligibility – There are various types of appointments (ex – temporary provisional, emergency, executive service, part time) that do not go through the normal civil service selection process. <p>Once an appointment has been approved by the agency, the appointment is entered into SEIS where it is identified as pending. For transfer transactions, the losing agency must approve the transfer. Documentation is forwarded to Personnel. Personnel uses information from SEIS and any information provided by the agency for audit and approval as described in the Approve Transactions sub-process (PA-11). Certain types of appointments (non-executive branch) do not go through the approval process.</p> <p>Once Personnel has made a final decision on the appointment, SEIS is updated with the results of the review, employee records are established for new employees, and data is forwarded to TIS and the Travel system. If the appointment is approved, Personnel will forward the DIR and a new turnaround document to the agency. The agency will notify the employee to report to work. If the appointment is disapproved, the agency will notify the applicant of the decision. (The majority of disapproved transactions are due to errors that are corrected by the agency and the transaction is resubmitted.)</p>	

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Sub-Process Name: Appointments and Class Changes		Sub-Process Identifier: PA-1	
Sub-Process Trigger(s): <ul style="list-style-type: none"> • New employee hired • Change in class (except for mass changes) 		Key Sub-Process Participants: <ul style="list-style-type: none"> • Agency • Personnel • Employee/applicant 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Personnel master file	Database	45,000 active employees	Personnel and agency users
New hires	Online transactions	7,000/year	Agency
Class changes	Online transactions		Agency
Outputs:			
Output	Format	Volume/Time	Recipients
Updated personnel records	Database	7,000/year	Personnel and agency users
Turnaround document	Report	7,000/year	Employee personnel file
DIR form	Report	7,000/year	Employee personnel file
Performance Measures Tracked:			
Measure	Approx. Value	Target Value	
Turnaround time for review and approval of 3 days	3 days	3 days	
Laws, Regulations, and Policies That Govern Sub-Process:			
TCA 8-30-101 – 8-30-333, 8-50-108			
Current Sub-Process Issues/Problems:			

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Improvement Opportunities:		
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>	Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Applications that Support the Sub-process		
Application Name(s) <i>(Internal name and vendor's name)</i>	Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS	In house developed, COBOL, IBM mainframe, IMS	



